

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Event Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees and directs the activities involved with event coordination, technical support, security and overall client satisfaction during events. Serves as a liaison and maintains contact with lessees, promoters and production personnel. Books events and prepares information for event productions.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serves as a liaison by establishing contact and working relationships with lessees, promoters, and production personnel, conferring with those involved to establish and agree upon specific technical and logistical requirements for events and serving as a liaison to other departments and projects as directed by the assistant director.
2	S	Books events for venues in the department by assisting with the preparation of contracts and addendums and providing accurate estimates of the services required and the associated costs.
3	S	Maintains contact with lessees by providing event evaluation surveys to all lessees, reviewing responses, reporting problems to the appropriate staff, corresponding with lessees after each event to discuss any matters and maintaining contact with the lessees to book future business.
4	S	Prepares information for event productions by calculating and providing clients estimates of potential costs incurred in completing an event, preparing checklists of lessee requirements for the distribution, ensuring compliance with contract requirements through coordination and communication with the box office, marketing, production and other internal department supervisory personnel.
5	S	Performs related duties by resolving problems or complaints from tenants and the public in accordance with established policies and procedures, serving on various department committees, supervising event coordinators and participating as a duty manager for events as required.

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in event planning and management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, directions and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, contracts, employee evaluations, directions and correspondence.
Managerial	Managerial responsibilities include planning events and coordinating with various people.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At events
Sitting	F	Deskwork
Walking	F	To and from different offices and buildings
Lifting	O	Equipment and tables
Carrying	O	Equipment
Pushing/Pulling	R	Equipment
Reaching	O	Equipment
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, writing
Kneeling	R	While setting up for events
Crouching	N	
Crawling	N	
Bending	O	While setting up for events
Twisting	R	From computer to telephone
Climbing	R	Stairs, ladders
Balancing	N	
Vision	F	Reading, viewing computer monitor, observing work activities
Hearing	F	Communicating with personnel and the general public and on the telephone and radio
Talking	F	Communicating with personnel and the general public and on the telephone and radio
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Two-way radio, telephone, fax machine, copier, mobile phone, calculator, vehicle, pager, printer, over-head projector and VCR/TV, computer and related software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)